Moving Headings

- In this tutorial, you will learn how to move headings of an outline within your Microsoft Word 2010 document.
- The MOVE UP and MOVE DOWN buttons on the OUTLINING tab may be used to move headings.
- The OUTLINING tab can be opened by clicking the OUTLINE button on the VIEW tab.

Locating the Outline Button

To locate the OUTLINE button, click the VIEW tab. The OUTLINE button can be found on the DOCUMENT VIEWS group.

Clicking the OUTLINE button will open the OUTLINING. The MOVE UP and MOVE DOWN buttons can be found on the OUTLINE TOOLS group.

- Move up button can be used to move the selected item up within an outline.
- Move down button can be used to move the selected item down within an outline.
Using the Outlining Tab to Move a Heading

Step 1: Open your Microsoft Word document and locate the VIEW tab.

Step 2: Click the VIEW tab to display the groups and buttons on the tab. Then locate the DOCUMENT VIEWS group.

Step 3: Click the OUTLINE button in the DOCUMENT VIEWS group to open the OUTLINING tab and view the document in outline view.

Shortcut tip: The OUTLINE button on the bottom right corner of the status bar may be used to open the OUTLINING Tab.
Step 4: Click the **OUTLINE LEVEL** list arrow to open the list. Then select the desired level. In this example, we will assume you would like to apply a **LEVEL 1** heading to the item next to the cursor.

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Step 5: Click the **MOVE DOWN** button in the **OUTLINING TOOLS** group to move the heading down in the outline.
Step 6: Click the MOVE UP button in the OUTLINING TOOLS group to move the heading up in the outline.

Finish: By following the steps above, you can move headings up and down within an outline in your document.